



LEHI CITY POSITION OPENING

Legacy Center Registration Attendant

CLOSING DATE: October 15, 2014

POSITIONS AVAILABLE: 1

SALARY RANGE: \$9.00 per hour

STATUS: Part-time, non-benefited

DEPARTMENT: Legacy Center

JOB SUMMARY: Responsibility to greet Legacy Center patrons; answer questions about various center programs; process new registrations; accept payments; balance money till; filing; miscellaneous projects as assigned; Monday, Wednesday, and Friday 12:45pm – 6:15pm.

MINIMUM REQUIREMENTS: Good customer service skills; basic computer skills; basic math skills; must be dependable; detail oriented; desire to take direction from supervisors; ability to work well with other employees.

NOTE: Turn in copy of [required application](#) to Lehi City Human Resources. Lehi City will provide reasonable accommodations for any applicant during the selection process. If you have special needs, please call 801-768-7100, ext. 2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov.** Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.